

TRIPURA GAZETTE

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PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (SA) DEPARTMENT
SECRETARIAT**

No.F.1(5)-GA(SA)/Estt/2021/8552

Dated, Agartala 31 / 10 / 2022.

NOTIFICATION


In exercise of the powers conferred by the proviso to Article-309 of the Constitution of India and in supersession of the existing Recruitment Rules for the post mentioned herein, the Governor of Tripura hereby makes the following Rules regulating the method of recruitment to the post of Multitasking Staff(Group-D, Non-Technical), in the Department/Organization namely:-

1. Short title and commencement:-
 - (1) These Rules may be called the Multitasking Staff(Group-D, Non-Technical) of the General Administration(Secretariat Administration) Department Recruitment Rules, 2022.
 - (2) They shall come into force on the date of their publication in the Official Gazette.
 2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed at Annexure-I.
 3. Number, Classification and Scale of Pay:- The number of post, its classification and scale of pay attached thereto shall be as specified in Row-2 to 4 of the Schedule enclosed at Annexure-I.
 4. Method of Recruitment, Age Limit, Qualification etc.:- The method of recruitment, age limits, qualifications and other matters relating to the said Post shall be as specified in Row-5 to 13 of the Schedule enclosed at Annexure-I.
 5. Disqualification:- No person-
 - (a) Who has entered into or contracted a marriage with a person having spouse living; or
 - (b) Who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.
 6. Power to relax:- Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and with concurrence of the GA(P&T)Department, relax any of the provisions of these Rules with respect to any class or category of persons.
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7. Repeal:- The Recruitment Rules for the posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule enclosed at Annexure-I.
8. Savings:- Nothing in these Rules shall affect reservations, relaxation of age limits and other concessions required to be provided for Scheduled Caste, Scheduled Tribes, Ex-Servicemen and other Special Category of Persons in accordance with the Orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per provision of the G.O.No.05, File No.F.20(2)-GA(P&T)/2020, dated 3rd December, 2020 issued by the Government in the GA(P&T)Department.

By order and in the name of the Governor


(T.K. Chakma)
Secretary to the
Government of Tripura

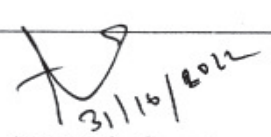
Annexure-I

Model Common Recruitment Rules for the post of Multitasking Staff(Group-D, Non-Technical) common to Establishment Section/Branch of GA(SA)Department, Government of Tripura.

SCHEDULE

1.	Name of the post	:-	Multitasking Staff(Group-D, Non-Technical) (Nomenclature & other details of the Group-D Posts renamed as Multitasking Staff(Group-D, Non-Technical) common to Establishment of GA(SA)Department is enclosed at Annexure-A .				
2.	Number of posts	:-	225(two hundred twenty five) plus additional posts as and when created.				
3.	Classification	:-	Group-D(Non-Technical).				
4.	Scale of pay	:-	<table><tr><th>Pre-revised scale of pay</th><th>Corresponding revised scale of pay</th></tr><tr><td>PB-1, Pay Band Scale Rs.4840-13000, GP-Rs.1400/-</td><td>Cell-1 of Level-1 of Tripura State Pay Matrix, 2018(Tripura State Civil Services(Revised Pay) (First Amendment) Rules, 2018.</td></tr></table> <p>Subject to revision by the Government from time to time.</p>	Pre-revised scale of pay	Corresponding revised scale of pay	PB-1, Pay Band Scale Rs.4840-13000, GP-Rs.1400/-	Cell-1 of Level-1 of Tripura State Pay Matrix, 2018(Tripura State Civil Services(Revised Pay) (First Amendment) Rules, 2018.
Pre-revised scale of pay	Corresponding revised scale of pay						
PB-1, Pay Band Scale Rs.4840-13000, GP-Rs.1400/-	Cell-1 of Level-1 of Tripura State Pay Matrix, 2018(Tripura State Civil Services(Revised Pay) (First Amendment) Rules, 2018.						
5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled up by various methods.	:-	100% by Direct Recruitment (i) Selection:- Through competitive examination to be conducted by a Recruitment Board as per guidelines prescribed in the Revised provision of Recruitment Policy issued vide Notification No.F.20(1)-GA(P&T)/18, dt.29.10.2020. (ii) Written Examination(85% of total marks) (iii) Interview/Viva-voce(15% of the total marks) (iv) Syllabus of the examination is enclosed at Annexure-B .				

6.	Age limit for direct recruitment	:-	18 to 40 years, upper age limit is relaxable by 5 years in case of ST/SC/PWDs(PH)/Government servant candidates.
7.	Educational and other qualification required for direct recruitment	:-	(i) Class-VIII(Eight) passed from recognized School for UR candidates. (ii) Class-V(Five) passed from recognized School for ST/SC/PWDs(PH) candidates.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	:-	Not applicable
9.	Whether Selection Post or Non-Selection	:-	Selection(As per item No.5(i) above).
10.	Period of probation, if any	:-	02(two) years
11.	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made	:-	Not applicable.
12.	If a DPC exists, what is its composition	:-	Not applicable.
13.	Circumstances in which TPSC is to be consulted while making recruitment	:-	Not applicable.
14.	Repeal	:-	Existing Recruitment Rules for the post(s) of Peon(Group-D) vide No.F.2(26)-GA(SA)/75, dated 30 th December, 2002, for the post of Night Guard(Group-D) vide No.F.1(11)-SA/92, dated 28 th December, 1995 and for the post of Sweeping & Cleaning Assistant(Group-D) vide No.F.2(26)-GA(SA)/75, dated 30 th December, 2002 are hereby repealed.


 (T.K. Chakma)
 Secretary to the
Government of Tripura


Annexure-A

Nomenclature of Multitasking Staff(Group-D)(Non-Technical) under the Establishment of GA(SA)Department, Secretariat, Tripura.

Existing			Proposed	
Name of the Post(s)	Strength	Function(s) of the post(s) mentioned at column-(1)	Post(s) at Column-(1) re-designated/re-named as	Job Profile of the post mentioned at Column-(4)
(1)	(2)	(3)	(4)	(5)
Peon	197 (one hundred ninety seven)	Carrying of Files/Letters/various Official documents from one Deptt/Office to another.	Multitasking Staff(Group-D) (Non-Technical)	The duties would broadly include:-
Night Guard	11(eleven)	To render duty during the time in between closure & opening of Offices.		(a) Physical Maintenance of records of the Section.
Sweeping & Cleaning Assistant	17(seventeen)	All types of cleaning works within the Office Premises.		(b) General cleanliness & upkeep of the Section/Unit.
				(c) Carrying of files & other papers within the office building.
				(d) Other non-clerical works in the Section/Unit.
				(e) Assisting in routine office work like diary, despatch etc.
				(f) Delivery of dak (outside the building).
				(g) Watch & Ward duties.
				(h) Opening & Closing of office rooms.
				(i) Cleaning of office rooms.

				(j) Dusting of furniture etc.
				(k) Cleaning of office buildings, fixtures etc.
				(l) Upkeep of parks, lawns, potted plants etc.
				(m) Any other work assigned by the superior authority.

NOTE: The above list of duties in respect of Multitasking Staff(Group-D)(NonTechnical) is only illustrative in nature and not exhaustive.



(T.K. Chakma)
Secretary to the
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Annexure-B

Syllabus for THE WRITTEN EXAMINATION & INTERVIEW for Selection of the candidates to the post of Multitasking Staff(Group-D, Non-Technical) under the Establishment of GA(SA)Department, Secretariat, Tripura.

No.F.1(5)-GA(SA)/Estt/2021.

Subjects	Syllabus	Full Marks	Time
English & General Studies (Class-V Standard)	(Descriptive Type/OMR/MCQ), knowledge of Bengali or Kokborok, Arithmetic(addition, subtraction, multiplication, division)	30	02(two) hours
	(Descriptive Type/OMR/MCQ) knowledge of English	20	
General Knowledge & Current Affairs	(Descriptive Type/OMR/MCQ) Matter of common experience and current events and problems with special reference to India and Tripura	20	02(two) hours
	(Descriptive Type/OMR/MCQ) Duties of the Group-D post in the Government Departments/Offices/Name of Sub-Divisions/Districts/Blocks of Tripura etc.	15	
Interview	Personal qualities	15	
Total	(Written-85 + Interview-15)=100	100	


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